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CITE [REDACTED] 25X1A6A

TO: DIRECTOR.

ADMIN FINANCE

REF: DIRECTOR 618903

1. STATION REPLY TO AUDIT RECOMMENDATIONS AS FOLLOWS:

A. DO NOT HAVE A POSITION WHICH COULD BE UTILIZED BY A SECOND FINANCE OFFICER. ASSISTANCE OF PRESENT PART-TIME CONTRACT EMPLOYEE HAS MATERIALLY LESSENED FINANCE OFFICER'S WORKLOAD. ALSO ASSUMPTION OF FINANCE-RELATED DUTIES BY OTHER SUPPORT CAREERISTS HAS ALLEVIATED THIS PROBLEM;

B. FEEL RECOMMENDATION ON [REDACTED]

[REDACTED] IS HEADQUARTERS ACTION.

C. [REDACTED] NOW PROVIDING RECEIPTS AND ACCOUNTINGS.

D. IN VIEW PHASE OUT OF [REDACTED] DO NOT FEEL ADMIN PLAN REVISION IS NECESSARY.

2. FORWARDING DISPATCH DISCUSSING HOUSING PROCEDURE IN RESPONSE TO AUDIT MEMO TO EUROPEAN DIVISION. E2 IMPDET

25X1

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*Audit report  
attached.*

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Approved For Release 2003/04/17 : CIA-RDP80-01240A000300110020-6

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DETAIL COMMENTS

Workload of Station Finance Office

4. During several prior audits we expressed concern over the heavy workload of the Station finance office. Some changes were made but the workload remains heavy. The conversion to modified Class A accounting and reporting procedures did little to improve the situation primarily because of time required to construct financial information that was not required by modified Class A procedures but which was essential to Station management. Effective 1 September 1973 the Station reverted to the regular Class A procedures. Adoption of the regular Class A procedures has not noticeably increased the overall workload of the Station finance officer. However, he still lacks time to perform necessary tasks such as periodic verification of advances, formal maintenance of obligation and other records. With the recommended transfer of financial administration responsibility for the Soviet Bloc (SB) Division activities as discussed below, some additional time will be required to administer these projects.

5. The finance office is staffed by one finance officer and a part-time contract employee. Recently, the contract position became vacant through resignation; a new part-time employee must be hired and trained. In our opinion the workload is sufficiently great to warrant two experienced finance employees. The contract position, which we feel should be a full time position, could suffice for one of the positions if it were filled by an employee previously trained in finance work.

Recommendation: Staff the [ ] finance office with at least two experienced finance employees.

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